

Date of Application:  
\_\_\_\_\_

### MEETING ROOM APPLICATION

Name of applicant/Group: \_\_\_\_\_

If a group, contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Recurring: Yes      No      Other Dates: \_\_\_\_\_

Time of meeting: \_\_\_\_\_ to \_\_\_\_\_

Expected Number in Attendance: \_\_\_\_\_

**I, the undersigned, read the Norwalk Easter Public Library's policy regarding use of its public meeting room and will comply with all rules and regulations set forth in the policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Library Use Only

Policy Given to Patron:    Yes    No  
Trash Removed:    Yes    No    Room Vacuumed:    Yes    No  
Personal Property Removed, including Refrigerator:    Yes    No  
Any damages or extra cleaning needed:    Yes    No  
Comments: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

<b>Reserved on Calendar</b>	<b>Room Rental Fee</b>	<b>Key Required/ Deposit Received</b>
Yes: _____ Date: _____	Waived: _____ Paid: _____	Yes: _____ No: _____ Picked Up: Yes No